



Community Services, Inc.

A Community Action Agency

ANNUAL MEETING NOTICE

COMMUNITY SERVICES, INC. (CSI) BOARD OF DIRECTORS

Administrative Offices – (Doris Anderson Executive Board Room)

Address: 302 Hospital Drive, Corsicana, TX 75110 – Phone: (903) 872-2401

Rescheduled - Monday, October 27, 2025

6:00 P.M.

Mission Statement: Community Services, Inc. provides comprehensive support services that empower individuals, families, and communities to achieve economic stability and long-term self-sufficiency through mutual collaborations with community partners.

- ✓ All attendees must sign attendance records at the entrance.
- ✓ Board members unable to attend the meeting are encouraged to contact the Board Chair, Interim Executive Director, or designee as soon as feasible.
- ✓ Board members must submit mileage stipend reports to ensure timely reimbursement – please ensure all calculations are correct and sign your report.

Board Representation

Pam Corder

Public Representative – Kaufman County

Re-appointment approved – To be seated after November 1, 2025.

Christen A. Rudd

Vice-President

Public Representative – Ellis County

Terisa Zuniga

Secretary

Private Representative - Navarro County

LaQuintta Denish Simon

Treasurer

Client Representative – Kaufman County

Vacant

President

Vacant

Public Representative –County

Vacant

Private Representative –County

Vacant

Client Representative – Henderson County

Vacant

Private Representative – Navarro County

302 Hospital Drive, Corsicana, Texas 75110

(800) 831-9929

www.csicorsicana.org

2025-134

FILED FOR RECORD

AT 3:54 O'CLOCK P.M.

OCT 21 2025

SHERRY DOWD, County Clerk
NAVARRO COUNTY, TEXAS
BY Deborah DEPUTY



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Agenda

1. Call to order, establish a quorum, and recite the Mission Statement in unison.
2. ****Accept/Approve (Minutes) – CSI Board of Directors Meeting held on September 23, 2025.***
3. Introductions – Document Absent Member(s) (Excused and Unexcused)
4. Community Input – (Limit 3 minutes) – ***Note: Comments are allowed for items on the current agenda.***
5. Vendor/Funder Updates: TBD
6. ****Accept/Approve agenda as submitted.***
7. Receive and review FY24 Audit Presentation via Zoom Call for the period ending 10/31/2024 to comply specifically with Organizational Standards 8.3/8.6 directly and Organizational Standards 8.1, 8.2, 8.4, & 8.5 indirectly as presented by – Michael Good, Partner or designee t: 310-622-4346 w: www.cohnreznick.com.
8. ****Accept the FY24 Single Audit Report presented by CohnReznick (cited above).***
9. Receive Community Action Plan (CAP) Approval Letter
10. ****Review and Approve the CSBG PY Budget Amendment.***
11. ****Review and Approve Revised Agency Procurement Policy***
12. ****Review and Approve the amended payment procedure for Daniel Edward's Annual Leave of 160 hours to complete by 12-31-2025.***
13. ****Accept/Approve Board Election for all Executive Officers [President, Vice-President, Secretary, Treasurer] (Secret Ballot)***

Note: Current Board Secretary is to officially count secret ballots to be assisted/documentated by CSI staff to comply with applicable Bylaws (Article VI, Section 2) and Community Services Block Grant (i.e., Contract 61240004131) requirements and applicable T.A.C. rules.
14. ****Accept/Approve Nominations Committee submission of the proposed new list of officers (i.e., President, Vice-President, Secretary, Treasurer) to be elected effective immediately. (See Secret Ballot Form).***
15. **Consent Agenda** - Review and receive all the following amendments.
 - **** (Administration/Operations) Payroll Calendar 2026.***
 - **** (Administration/Operations) Holiday Schedule 2026 – English & Spanish.***



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16. **Accept/Approve Board Chair or Vice-Chair to appoint Evaluation Committee (i.e., Three Member Panel) to govern Six-Month Evaluation process of the Interim Executive Director due January 27, 2026.*

Staff Reports (Programmatic/Fiscal Reports Distributed On-site Quarterly) – Agency Highlights

- ✓ Audit/Finance Committee – Amy Peavy, Lori Clemons, and Matthew Taylor – Financial Reports

17. **Accept/Approve – the Audit/Finance Committee Recommendation to accept financials as submitted. (Financials – September) – LaQuintta Denish Simon – Treasurer, Christen Rudd – Committee Member, & Terisa Zuniga – Committee Member.*

CSBG activities – Gina Stanford

- Program Specific Updates
 - ❖ CSBG Contract, Budget, CAP Strategies/Implementation Activities
 - ❖ CSI- Targets/Outcomes & Services/Outputs
 - ❖ ROMA Cycle & ROMA Next Generation – Implementation Activities Update
 - ❖ Organizational Standards
 - ❖ Strategic Planning – Committee Members
 - ❖ Needs Assessment/CAP – Gina Stanford

- ✓ Community Transit Service – Katie Ragan/Kimberly Vaughan

Month-Year	Unlinked Passenger Trips (UPT)	Vehicle Revenue Miles (VRM)	Vehicle Revenue Hours (VRH)	Vehicles Operated in Maximum Service (VOMS)	Safety and Security Incidents	Days of Service
September	3,631	18,601	1,093	10	0	24

Total Transit Revenue for the month of September 2025 is \$6,036.00 based on fares collected.



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✓ MAGNET Home Delivered Meals – Gina Stanford

Monthly Report - MAGNET Program				
September 2025				
	<u>Title XX</u>	<u>Superior</u>	<u>Molina</u>	<u>Total</u>
Number of Meals	1,554	-	70	1,624
Per Meal Rate	6.46	6.12	6.12	
Billed	<u>\$ 10,038.84</u>	<u>\$ -</u>	<u>\$ 428.40</u>	<u>\$ 10,467.24</u>
Total Billed for Reporting Period				<u>\$ 10,467.24</u>

✓ Interim Executive Director's Update – Audit/Monitoring Compliance, Activities/Analysis (Service Delivery) & Funder Relations/Real Estate Expansion – Executive Session if required –

18. Sharing Agency Updates, Best Practices, etc. – CSI assisted (4) clients and (4) households identified as Board, employee, or relative of either Board or CSI employee for the reporting period.

19. Other Business/Announcements.

✓ Key Board Responsibilities – Board Officer Training by PowerPoint to be scheduled later.

✓ Next Board Meeting, November 18, 2025 – same time & location unless agency business dictates otherwise.

Executive Session¹

20. *The Board may go into Executive Session Pursuant to Tex. Gov't Codes §551.071, §551.072, §551.073, §551.074, and §551.076, as cited and footnoted below.

Open Session

21. *If there is an Executive Session, the Board will reconvene in an Open Session and may act on any item taken up in the Executive Session. Except as specifically authorized by applicable law, The Board may not take any action in Executive Session.

22. *Adjourn.

At any time during the meeting of The Board of Directors of Community Services, Inc., The Board of Directors may meet in Executive Session (closed meeting) for one or more agenda items for any of the reasons listed as set out in the following sections of the Texas Government Code: Section 551.071 Consultations with an attorney to seek advice about pending or contemplated litigation; or a settlement

¹

Guidance posted below Executive Session



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offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act; Section 551.072. Deliberations about purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of Community Services, Inc. in negotiations with a third person; Section 551.073. Deliberations of a negotiated contract for a prospective gift or donation to Community Services, Inc., if deliberations in an open meeting would have a detrimental effect on the position of Community Services, Inc. in negotiations with a third person. Section 551.074. Deliberations about the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee; Section 551.076. Deliberations regarding the deployment, or specific occasions for implementation, of security personnel or devices or a security audit.

** Indicates motion required to enter Executive Session and denotes Action Items.*